

# COLUMBIA POLICE DEPARTMENT

## Policy and Procedure Manual

### POLICY MANUAL

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**Approved By:** Kenneth Burton Chief of Police  
**CALEA 6<sup>th</sup> Edition Standard:**

#### **106 POLICY MANUAL**

##### **106.1 PURPOSE AND SCOPE**

The manual of the Columbia Police Department is hereby established and shall be referred to as the "Policy Manual". The Policy Manual is a statement of the current policies, procedures, rules and guidelines of this department. All employees are to conform to the provisions of this manual. All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

##### **106.2 RESPONSIBILITIES**

The ultimate responsibility for the content of the manual rests with the Chief of Police. Since it is not practicable for the Chief of Police to prepare and maintain the manual, the following delegations have been made.

###### **106.2.1 CHIEF OF POLICE**

The Chief of Police shall ensure compliance with all applicable federal, state and local laws. The Chief of Police is responsible for issuing Special Orders, which shall modify those provisions of the manual to which they pertain. Special Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

###### **106.2.2 SENIOR STAFF**

The senior staff shall consist of the following:

Chief of Police

Deputy Chief of Police

Assistant Chiefs of Police (also referred to as Bureau Commanders)

Public Relations Unit Supervisor

Effective: 06/01/2014

Revision Date:

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Any other employee designated or assigned by the Chief of Police

#### **106.2.3 OTHER PERSONNEL**

All department employees suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Bureau Commander, who will consider the recommendation and forward it to Senior Staff.

#### **106.3.2 DEFINITIONS**

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

- Adult - Any person 17 years of age or older, except a 17 year old alleged to have committed a status offense (§ 211.021.1(1), RSMo).
- City - The City of Columbia
- CFR - Code of Federal Regulations
- Commission - When not obviously referring to the POST commission, means a grant of authority to act as a peace officer (§ 590.010(1), RSMo).
- CSR - Missouri Code of State Regulations
- Civilian - Employees and volunteers who are not licensed peace officers.
- Department/CPD - The Columbia Police Department
- DHSS - Department of Health and Senior Services
- DPS - The Missouri Department of Public Safety
- Law enforcement officer - Any public servant having both the power and duty to make arrests for violations of the laws of this state, and federal law enforcement officers authorized to carry firearms and to make arrests for violations of the laws of the United States (§ 556.061(17), RSMo).
- Manual - The Columbia Police Department Policy Manual
- May - Indicates a permissive, discretionary or conditional action.
- Member - Any person employed or appointed by the Police Department, including full-time or part-time licensed officers, and civilian employees
- MSHP - Missouri State Highway Patrol

- MULES - Missouri Uniform Law Enforcement System
- Officer - Those employees, regardless of rank, who are licensed peace officer employees of the Columbia Police Department.
- On-duty - Employee status during the period when he/she is actually engaged in the performance of his/her assigned duties.
- Order - A written or verbal instruction issued by a superior.
- Peace officer - A law enforcement officer of the state or any political subdivision of the state with the power of arrest for a violation of the criminal code or declared or deemed to be a peace officer by state statute (§ 590.010, RSMo; § 590.020.1, RSMo). The term includes licensed full-time and reserve peace officers who perform the duties of a peace officer.
- Rank - The title of the classification held by an officer.
- RSMo - Missouri Revised Statutes
- Shall (or will) - Indicates a mandatory action.
- Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.
- Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other employees, directing the work of other employees or adjustment of employee grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.
- USC - United States Code

### **106.3.3 DISTRIBUTION OF MANUAL**

Copies of the Policy Manual shall be distributed to the following:

Chief of Police

Internal Affairs Unit Supervisor

Accreditation Manager

An electronic version of the Policy Manual will be made available to all employees on the Department network. The electronic version will be limited to the viewing and printing of specific sections. No changes shall be made to the electronic version without authorization.

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#### **106.4 MANUAL ACCEPTANCE**

As a condition of employment, all employees are required to read and obtain necessary clarification of this department's policies. All employees are required to acknowledge that they have received a copy or have been provided access to the Policy Manual and understand they are responsible to read and become familiar with its contents.

##### **106.4.1 REVISIONS TO POLICIES**

All employees are responsible for keeping abreast of all Policy Manual revisions. All changes to the Policy Manual will be posted on the department intranet home page under the title Recent Policy Manual Revisions. The Accreditation Manager will forward revisions to the Policy Manual as needed to all personnel via electronic mail. Each employee shall acknowledge receipt by return e-mail and shall review the revisions and seek clarification as needed.

Each supervisor will ensure that employees under his/her supervision are aware of any Policy Manual revisions.

##### **106.4.2 PERIODIC REVIEW OF THE POLICY MANUAL**

At least annually, the Chief of Police will cause the entire manual to be reviewed and updated as necessary to ensure the Policy Manual conforms to the actual operation of the Department and complies with Missouri law.